



Combatting Trafficking in Persons Supplier Memo

From:	Tammy Jordan, Compliance Officer	Date:	11-29-17
To:	Cascade Gasket & Manufacturing Co., Inc. Suppliers	Purpose:	FAR Awareness

Cascade Gasket is committed to reducing the possibility of complicity in human rights violations relating to our supply chain operations by asking our supplier / contractors to conduct anti-trafficking due diligence to verify that:

1. To the best of the supplier / contractor's knowledge or belief, neither it, nor its agents or subcontractors, has engaged in any of the prohibited practices, or
2. If any violations have been found, the supplier / contractor has taken the appropriate remedial and referral actions.

In fulfillment of Government Prime Contract orders suppliers must include the substance of **Federal Acquisition Regulations (FAR)** clause **52.222-50** in all contracts with agents and any subcontracts that have an estimated value that exceeds **\$500,000** and that will be acquired or performed outside the United States.

In addition, we ask suppliers to develop a compliance plan based on the nature and scope of activities performed as well as the size and complexity of contracts as applicable.

Compliance plans include:

- a. An employee awareness program about trafficking in persons policies, activities prohibited, and remedies when violations occur;
- b. A process for employees to report violations without fear of retaliation;
- c. Recruitment and wage plans, including the requirement to only use bona fide recruitment companies and/or trained employees;
- d. Housing plans that meet host country housing and safety standards; and
- e. Procedures to place the same requirements on subcontractors at any tier.

Thank you in advance for your cooperation. If you have questions please don't hesitate to contact us.

Respectfully yours,

Tammy Jordan
Compliance Officer
Cascade Gasket & Manufacturing Co., Inc.